



## RECRUITMENT

<b>REFERENCE NUMBER:</b>	SECADM0920
<b>JOB TITLE:</b>	Security Administrator
<b>LOCATION:</b>	Denham, Middlesex

Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.

It is the only company that can offer a fully integrated escape system that satisfies the very latest in pilot operational capability and safety standards. Martin-Baker offers a complete 'end-to-end service', from helping the customer to establish operational safety and escape requirements, including design, development and qualification, to on-going support throughout the entire service life of the aircraft.

<b>DEPARTMENT NAME:</b>	Facilities Management
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### JOB DESCRIPTION

A vacancy has arisen for a Security Administrator in the Facilities Management department at Denham. The role holder will be responsible for the administration of security ID / access-control badging and access control permissions for the new and existing employees, contractors, visitors and others requiring access to the MBA sites / buildings / room locations. They will also provide secondary support to the Facilities Department through the administration / coordination of non-production maintenance activities required to ensure that the Martin-Baker Sites, Buildings, Grounds and Infrastructures are maintained to a good standard and provide a safe environment for employees and visitors.

### AREAS OF RESPONSIBILITY:

- Take photos for Visitor / Contractor IDs using badging equipment (camera / printer)
- Creation and activation of security profiles for new Employees and Contractors, as directed by Human Resources and/or the Head of Facilities Management using the access control software program.
- Deactivation and/or removal of security profiles for Employees and Contractors who have left the company, as directed by Human Resources and/or the Head of Facilities Management.
- Run monthly access control history reports for the Head of Facilities Management and/or MBA Security Management Team as directed.
- Run daily security alarm history reports for the Head of Facilities Management and/or MBA Security Management Team as directed.
- Run monthly reports for the Head of Facilities Management and/or MBA Security Management Team as directed - detailing badges lost / stolen / damaged / replaced.
- Maintain an up-to-date inventory of all security badging consumables, to include but not limited to; blank badges, lanyards, badging printer consumables etc.
- Modify staff security profiles to add/remove authorisation for access to controlled / restricted areas as directed by the Head of Facilities Management.
- Perform routine badging audits to ensure all access control data is up-to-date and correct.

- Maintain an up-to-date record (and undertake research, where requested) of relevant / applicable security standards.
- Supporting the Security Team in the compilation of ad-hoc reports.
- Participating in weekly Security Management Team progress / review meetings.
- Ensure that all office paperwork is current and up to date and assist with the production and administration of all Company and Departmental Security procedures.
- Provide holiday / sickness cover for the existing Security Administrator.
- Undertake the following duties as may be required to assist and/or provide cover for the Departmental Facilities Helpdesk Administrator.
  - o Administration and maintenance of the MBA Facilities CAFM / Helpdesk reporting system, to ensure that all planned and reactive all tasks are processed, in a timely manner: -
  - o Receiving and logging Planned Preventative Maintenance (PPM) and Reactive Maintenance (RM) tasks.
  - o Assignment of tasks (under the direction of the Facilities Maintenance Manager) to the appropriate Facilities maintenance resource.
  - o Closure of tasks upon completion and data entry of Engineer worksheets into CAFM / Helpdesk system.

**SPECIFIC / TECHNICAL SKILL**

- Administration of access control software system.
- Administration of Security ID badging software.
- Good PC based skills, with experience in Microsoft Office Suite (Word, Excel and Outlook etc.)
- Excellent verbal and written communication skills
- Administration of CAFM / Helpdesk software systems would be beneficial

**PERSON SPECIFICATION:**

- Ability to prioritise and manage workload in a complex, fast-paced environment.
- Ability to assess and evaluate situations effectively
- Excellent time management & organisational skills.
- Methodical / attention to detail and accuracy
- Good interpersonal skills – Team Player

**KNOWLEDGE & EXPERIENCE:**

- Experience working in a Security Administration / Security Coordinator role.
- Good knowledge of legislation affecting security matters and their application.
- Experience working in a Front-of-House Security / Reception role would be advantageous
- Experience working in either an 'In-House' or Outsourced Service Provider' Facilities Management role would be beneficial

**For all successful candidates, Martin-Baker will undertake background security checks. As part of this, we will need to confirm your identity, employment history and address history to cover the past five years as well as your nationality, immigration status and criminal record. For positions that require Security Clearance, the successful candidate must hold or be willing to obtain security clearance up to the relevant level for the role.**

<b>TO APPLY:</b>	<a href="mailto:recruitment@martin-baker.co.uk">recruitment@martin-baker.co.uk</a> Quoting the REFERENCE NUMBER ABOVE and Salary Expectations
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